

**MARYLAND DEPARTMENT OF TRANSPORTATION  
MARYLAND AVIATION ADMINISTRATION**

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Supplement to the MAA Design Standards Manual 2014

Design Standard #DST 2014-05

***DST Section 4.17, MAINTENANCE, REPAIR AND OPERATING ITEMS (MROI)***

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**4.17 MAINTENANCE, REPAIR AND OPERATING ITEMS (MROI)**

Maintenance, Repair and Operating Items (MROI) were formerly known as “attic supplies” or “attic stock.” During the design phase of a project, Designers shall coordinate with MAA to determine if MROI is required, and if so, the type and quantity items needed. Designers shall not specify MROI unless requested in writing by the MAA. MROI shall be included as an agenda item for discussion in the project’s design review meetings. All projects requiring MROI shall include in the construction documents standard specification Item X-3, Maintenance Repair and Operating Items. Item X-3 is included in Appendix D.

**4.17.1 MROI Approval Form**

Designers are required to fill out the “MROI Approval” form in Appendix B if the project includes MROI to be turned over to MAA. Items that are anticipated to be salvaged must be listed on the form and noted that it is a salvaged item. This list shall include:

- Applicable specification section of the item – this is not the Section X-3 that specifies MROI.
- Material/Product description – similar materials shall be listed together, e.g., carpet, ceiling tiles, ceramic tiles.
- Quantity – a specific quantity and measurable unit is required. A percentage of materials is not acceptable.
- Unit – SY, CY, Each, etc.
- Person Requesting – MAA employee or representative who requested the item.

All equipment turned over to MAA shall be accompanied by any and all operating/service/maintenance manuals, equipment specifications, and vendor information such as where obtained, spare part sources, etc.

The designer shall obtain necessary signatures on the “MROI Approval” form prior to advertisement. This form shall be included in the project’s final design report. If no Design Report is prepared for the project, a scanned copy of the signed “MROI Approval” form shall be emailed to the MAA Task Manager for inclusion in the task file.

#### 4.17.2 Signature Requirements for MROI

A signature from the following MAA Offices shall be obtained for all “MROI Approval” forms:

- Office of Design and Construction – signed by MAA Task Manager
- Office of Capital Programs – signed by Director
- Office of Procurement – signed by Procurement Officer

If the MROI specified includes items requested by the Office of Maintenance & Utilities (OMU), then a signature from the Director/Deputy Director of OMU is required. If there are no items requested by OMU, then the Designer shall write “N/A” and initial the signature line for OMU confirming that the MROI listed on the form are not applicable to OMU.

If the MROI specified includes items requested by the Office of Airport Technology (OAT), then a signature from a Director of OAT is required. If there are no items requested by OAT, then the Designer shall write “N/A” and initial the signature line for OAT confirming that the MROI listed on the form are not applicable to OAT.

#### 4.17.2 MROI List Form

After all parties have agreed to the type and quantity of MROI required for the project and signatures on the “MROI Approval” form are obtained, the Designer shall fill out the “MROI List” form in Appendix B to include in the contract specifications. The items included in the “MROI List” form shall be identical to the items listed in the “MROI Approval” Form. If during the approval process, items were not approved, the Designer shall not include those items on the “MROI List” form for bid.

The purpose of the “MROI List” is to clearly identify in one place items to be turned over to MAA as required throughout the contract specifications. The completed “MROI List” form shall be placed in the contract specifications directly behind specification X-3. Blank lines shall be provided to allow for any MROI generated during construction. A blank “MROI Record of Delivery” form shall be placed behind the “MROI List” in the specifications. The “MROI Record of Delivery” is to be filled out by the contractor for each item delivered to the MAA as MROI, and includes information such as product description, contract requirement, quantity, price, and date delivered. The completed “MROI Record of Delivery” forms will be submitted to the MAA Division of Construction Manager on the date of MROI delivery. See specification X-3 for additional details.